

AGENDA
FOR THE ADHOC AWARDS LUNCHEON COMMITTEE
TELECONFERENCE MEETING OF THE
LOS ANGELES COUNTY COMMISSION FOR WOMEN
KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM B-50
LOS ANGELES, CA 90012

THURSDAY, JANUARY 5, 2012, 12:00 P.M.



Members: Committee Chair Norma L. Gallegos, Member Bobbie Jean Tanberg, Member Ruth V. Creary, Ph.D., Member Olivia G. Rodriguez, Member Becky A. Shevlin

Website: www.laccw.info

LOBBYIST REGISTRATION: Any person who seeks support or endorsement from the Commission on any official action may be subject to the provisions of Los Angeles County Code, Chapter 2.160 relating to lobbyists. Violation of the lobbyist ordinance may result in a fine and other penalty. For further information, call (213) 974-1093.

ACCOMMODATIONS: Accommodations, American Sign Language (ASL) interpreters, or assisted listening devices are available with at least three business days notice before the meeting date. Agendas in Braille and/or alternate formats are available upon request. Please telephone (213) 974-1431 (voice) or (213) 974-1707 (TDD), from 8:00 a.m. - 5:00 p.m., Monday through Friday. Para Información en español, por favor comuníquese a la oficina de Servicios de Comisión al numero (213) 974-1431 entre 8:00 a.m. Y 5:00 p.m. lunes a viernes.

SUPPORTING DOCUMENTATION: Supporting documentation can be obtained at the Commission Services Office, Kenneth Hahn Hall of Administration, 500 West Temple Street, Room B-50, Los Angeles, CA 90012

The meeting will be called to order by Chair Gallegos. (12-0196)

I. ADMINISTRATIVE MATTERS

1. AD-HOC Luncheon Committee Meeting for the Commission for Women on the following:

A. Review of Tentative Schedule / Program for *March 12, 2012*

- a. Flowers/Centerpieces
- b. Color Scheme
- c. Entertainment
- d. Invitations and Mailing
- e. Luncheon Journal
- f. National Anthem
- g. Invocation
- h. Other

B. Update on luncheon Sponsorships.

C. Staff Report on:

- a. Contract for Facility, Menu and Parking
- b. Invitation / Notice to Supervisors
- c. Mistress of Ceremonies
- d. Honor Guard
- e. Other

D. Announcements/Other Business

E. Next Meeting Date (12-0192)

II. MISCELLANEOUS

2. Adjournment for the ADHOC Awards Luncheon Committee meeting of Thursday, January 5, 2012. (12-0194)